



## **County of Door DEPARTMENT OF SOCIAL SERVICES**

County Government Center  
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### **Social Services Committee Meeting January 13, 2009**

**1. Call to Order:** Chair Mark Moeller called the January 13, 2009 meeting of the Social Services Committee to order at 1:30 p.m. Committee members present were, Nancy Bemmann, Joel Gunnlaugsson and Ben Meyer. County staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Joanne Ator, and Kay Englebert. Committee member(s) excused from the meeting: Charles Brann.

**2. Approve Agenda:** Motion by Ben Meyer, second by Nancy Bemmann to approve the agenda as posted. Motion carried.

**3. Public Participation:** There was no public participation.

**4. Review and Approve Minutes of Social Services Committee Meeting.** Motion by Ben Meyer, second by Joel Gunnlaugsson to approve the minutes of the November 11, 2008 Public Hearing on the proposed 2009 s.85.21 Specialized Transportation Assistance Program for Counties for Door County and the regular meeting of the Social Services Committee. Motion carried.

**5. Review and Approve Vouchers to be paid in January, 2009.** Upon review and discussion, motion by Ben Meyer, second by Mark Moeller to approve the vouchers as submitted and detailed below:

#### **Social Services**

Total Social Services expenditures submitted for approval	\$ 239,398.99
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#### **Senior Resource Center**

Total Senior Resource Center expenditures submitted for approval	<u>\$ 42,851.95</u>
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#### **Total Expenditures for approval**

	<u><b>\$ 282,250.94</b></u>
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The motion carried unanimously.

**6. Action: Completion of Probationary Period for Julie Wergin.** Dori Weyenberg recommended Julie Wergin's probationary status be changed to regular status. Julie has successfully completed her second and fourth month probationary evaluations. She is carrying a full case load and is in charge of the Kinship Care Program. Ben Meyer moved that Julie Wergin be changed from probationary to regular employee status, effective 02/18/09; and that the matter be referred on to the Door County Administrative Committee for their final approval. Joel Gunnlaugsson seconded the motion, the motion carried unanimously.

**7. Action: Preliminary acceptance of Gift, Grant or Donation > \$1,000.00.** Viola Weidman's family made a memorial gift on her behalf. Viola was a frequent user of the Senior Resource Center's bus and her family and friends wanted other seniors to have that opportunity as well. Joel Gunnlaugsson moved that the Social Services Committee accept the memorial gift from the family and friends of Viola Weidman in the amount of \$1,015.00, for the purpose of providing additional rides to Door County seniors on the Senior Resource Center bus. Further, this preliminary acceptance shall be forwarded to the full Door County Board of Supervisors for their final approval. Nancy Bemmann seconded the motion, the motion carried unanimously.

It is noted that a Thank You card will be sent to the family thanking them for the generous gift.

**8. Information: Acknowledgement of Gift, Grant or Donation < \$1,000.00.** Joanne Ator received a monetary donation to purchase items that are not covered under Economic Support services from a Door County couple. This couple has given a monetary donation for the last three years. Those funds have been used to purchase gift cards from Wal Mart and Econo Foods. A Thank You card was sent.

**9. Information: Discussion of reaction by the County Board to the Social Services Committee letter concerning an Aging Unit Director.** Roger Tepe had asked the Social Services Committee if there was any feedback on the letter that was presented to the County Board regarding the full-time Aging Unit Director. Both the committee members and Roger have not received any feedback. The full-time Aging Unit Director will be kept in mind when planning the 2010 budget.

#### **10. Recurring Reports, Informational Only.**

**ADRC/Family Care:** Roger Tepe provided maps outlining the breakdown of counties actively pursuing ADRC and Family Care. Door County would prefer to have its own ADRC, however the State would like to see a multi-county grouping – Door and Kewaunee counties. A request for \$250,000.00 has been submitted to the State for pre-implementation planning for Family Care. Spring of 2010 is the proposed year of implementation for Family Care; however this may be delayed due to the State budget deficit.

**Greater Wisconsin Agency on Aging Resources (GWAAR):** The Bay Area Agency on Aging was dissolved December 31, 2008 with GWAAR starting January 1, 2009. Lindsey DeKeyser, who was previously with Bay Area Agency, was hired by GWAAR to be part of their staff. Mark Moeller has received correspondence from GWAAR stating they plan to keep existing services going; and they are looking into possible satellite offices. Bev Knutson did inform the committee that she has received the contracts from GWAAR.

The committee took no action.

#### **11. Supervisor's Reports, Program Units, Informational Only.**

**Adult Services.** Bev Knutson reported to the committee that a \$20,000.00 grant was received from the Helen Bader Foundation for the Memory Care Connections program. The Foundation also pledged \$15,000.00 for 2010. Bev is waiting to hear from the Packer Organization about a grant that was submitted to them, as well as a grant through the Community Foundation. The Adult Unit is busy closing out 2008 and doing projections for 2009. The Senior Resource Center participant numbers are up and down, depending on the weather. The staff has been encouraging winter safety measures. The exercise room at the Senior Resource Center is being utilized more and more. The Door County YMCA, Public Health, and the Senior Resource Center are working together to provide exercise classes at the Center.

**Child and Family Services.** Dori Weyenberg reported to the committee on the number of children placed in various homes and/or facilities. A discussion took place as to the difference in costs between the various homes and facilities. A consultant for the State sat with the Children and Family Services Unit regarding the Quality Service Review (QSR). They looked at objectives / goals, such as teaming, involving parents more and streamlining workload.

**Economic Support.** Joanne Ator discussed the Energy Assistance program, which is contracted through the Women's Employment Project (WEP). She indicated that since October 1, 2008, there were 445 applications; and WEP was booked with applicants through the end of March, 2009. Additional Federal monies were granted due to the rising costs of oil and propane and a colder heating season. Joanne also indicated that the Energy Assistance program can help with repairing and replacing furnaces; and so far this heating season, eight furnaces were repaired and two were replaced. Economic Support has also seen an increase in calls for services. In December, 2008 there were 115 contacts versus 91 from December, 2007. Due to the economy and increase in calls for services, Joanne will monitor and if the numbers continue to increase she will consider options to ease the stress on workers. One option that was already planned is to have the Child Care Coordinator (Christina Baudhuin) serve as a back up for intake duties. Joanne also reported that the Volunteer Driver program has lost a driver.

**Support Services.** Kay Englebert informed the committee that she is working on closing out and reconciling 2008 and setting up schedules for 2009. She also reported that there are a few more outstanding invoices for 2008 that will need to be paid before the year end cut off date. From what Kay could tell, approximately \$258,000 / \$278,000 would be going back to the General Fund. The Auditors were also here and everything looks good and in order.

The committee took no action on informational items presented.

**12. Information: Director's Report.** Roger Tepe informed the committee that Social Services would be contracting services with Specialized Services. Ken Jeansonne left Specialized Services and has started his own business entity; however most of the staff has stayed with Specialized Services. The request for an audit waiver was granted, raising the dollar amount from \$25,000.00 to \$75,000.00. Roger also reported that Social Services was awarded funding for the 5311 DOT Program and those funds will be disbursed between the Sunshine House, Red Cross (Door County Chapter) and the Senior Resource Center. A discussion took place with the City of Sturgeon Bay about a busing system; however further discussion and action was postponed until 2010. The approved 2009 budget is in place; and Roger will be working on the 2010 budget. Roger will also begin the 2008 annual report (a compressed format) and asked the committee if there was anything they would like highlighted to let him know. The 2009 contracts will be started once Corporation Counsel has reviewed the updated contract language prepared by the State.

**13. Set Next Meeting Date:** The committee set its next monthly meeting for 1:30 p.m., February 10, 2009 at the Government Center in the Chambers Room.

It is noted that Bev Knutson, Dori Weyenberg, Joanne Ator, Kay Englebert, and Christine Coulthurst were excused from the Open Meeting following agenda item 13, due to the anticipated closed session.

**14. & 15. Were not acted upon, the meeting remained in open session.**

**16. Action: Recommendation / Decision on 2008 Annual Performance Evaluation for Roger Tepe.** A motion by Ben Meyer, second by Joel Gunnlaugsson to approve the 2008 performance evaluation on Director Roger Tepe. The motion carried unanimously.

**17. Adjournment:** Motion by Mark Moeller, second by Nancy Bemmann to adjourn the meeting at 3:30 p.m., Motion carried.

Respectfully Submitted,

Christine Coulthurst  
Recording Secretary

APPROVED BY:

